

# NEW YORK WING



## MONTHLY AIRCRAFT OPERATIONS REPORT

**Group:**\_\_\_\_\_

**Aircraft:**\_\_\_\_\_

**Month of:**\_\_\_\_\_

## **REPORT INDEX**

- \_\_\_\_\_ 1. NY Wing Form 6 Summary Sheet
- \_\_\_\_\_ 2. NERF 2 Aircraft Log Sheets
- \_\_\_\_\_ 3. Flight Release (CAPF 99) Logs from all FROs
- \_\_\_\_\_ 4. CAPF 108s to cover all reimbursable missions flown
- \_\_\_\_\_ 5. Check for non-reimbursed flying  
(proficiency, CAP cadet orientation, etc...)
- \_\_\_\_\_ 6. Explanation for all B-8/B-8m hours logged
- \_\_\_\_\_ 7. Receipts for Fuel and any locally funded maintenance  
(note: fuel receipts charged via CAP A/C gas cards or corporate account  
and maintenance that was approved by NY Wing maintenance but funded  
locally. In many cases, receipts are forwarded direct to wing by the vendor.)
- \_\_\_\_\_ 8. Other\_\_\_\_\_
- \_\_\_\_\_ 9. Other\_\_\_\_\_

## **GUIDELINES**

1. At the conclusion of each month, the NERF 2 Flight logs are to be removed from the aircraft binder. Please note the ending Hobbs and Tach time. The report will also ask for the following:

Next 50 Hr. Inspection	Next GPS/Loran DB Update	
Next 100 Hr./Annual	Next engine overhaul:	N/A
Next Static Sys/Tranpndr	Next prop overhaul:	N/A
Next ELT Battery		

This information can also be obtained from the A/C binder and/or log books.

2. In section I on the NY Form 6, indicate the breakdown of hours flown by category. This information is gleaned from the NER Form 2 data sheet.

3. For each hour of Reimbursable Flight Time flown (usually A type missions), CAPF 108 must be attached to account for payment. CAPF 108s must be type written or computer generated and made out to NY Wing. Each specific mission requires a separate CAPF 108 with the assigned mission number indicated. CAPF 108 dated March 00 is the current form.

On the CAPF 108, a line item entry should be made to correspond with each line entry made on the NER Form 1 flight log. For example if the aircraft flew three A-1 sorties under mission number 00M1234, then a CAPF 108 for mission number 00M1234 should contain three line entries corresponding to the hours flown on each sortie.

4. For each hour of non-reimbursable flight time flown (usually all C type and B type missions except B8-B14), a check for the amount of flight time times the hours should be attached.

Note: B-8m (maintenance) or B-8 (Wing Commander approved transport) are not billed, however a letter of justification should accompany the report indicating why the time was flown. B9 thru B14 Missions for other agencies may be reimbursable and special care should be taken to include documentation regarding the flights flown under these missions. Special instructions may have been provided for these missions.

5. Section II of the NYWF 6 contains the Hobbs and Tach. Summary data.
6. Section III of the NYWF 6 lists the maintenance milestone data from the log books or Aircraft Binder Cover. Any days that this aircraft was out-of-service shall also be identified
7. Section IV. Is the financial summary data. A check for the amount payable to New York Wing CAP, should reflect the non-reimbursable B and C missions flown. Many units have devised a sheet to use for local billing to pilots to collect the funds.

Flight rates:

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**Reimbursable** Missions (A type) use CAPF 108 dated March 00

CAP C-172 Aircraft \$ 50.00 per hour (add additional 15% for Counter-Drug Missions)

CAP C-182 Aircraft \$ 60.00 per hour (add additional 15% for Counter-Drug Missions)

Typewritten Form 108s made in the name of: New York Wing CAP  
817 Stewart Ave (rear)  
Garden City, New York 11530

CAPF 108 March 00 is current version (download from web page)

For A7 CAPF 5 and CAPF 91 check rides, the mission number is CR-00-NY-01. Place the name of the Pilot(s) who took the rides in one of the empty cells on the form 108.

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**Non-reimbursable** missions make out a Check to New York Wing CAP

CAP C-172 Aircraft \$ 35.00 per hour

CAP C-182 Aircraft \$ 45.00 per hour

Units may charge pilots an additional fee to cover local costs such as postage, cleaning supplies, hangar, etc.....

## 8. Submissions:

### **Within the first 5 days of each Month:**

1. Log into the NY Wing Web (<http://nywg.cap.gov/>) clicking on the OPs/ES/CD tab on the main page, then clicking on the Operations Page, and then click on "Link to Monthly Operations Report". Fill in the appropriate NYWF 6 data to the fields in the forms and submit. This data will be forwarded to the Operations Section, Operations Finance, and NYLO.
2. FAX copies of CAPF 99 Flight Release Logs to the USAF NY LO at 518-344-2383

### **By the 15<sup>th</sup> of each month:**

3. Send in one copy of this full written report with payment to; New York Wing, 817 Stewart Ave (rear), Garden City, New York 11530
4. Send in one full copy of this full written report to; CAP-USAF NY Wing Liaison Office, 1 Air National Guard Way, Scotia, New York 12302-9752
5. Retain one full copy of this report in the Unit Operations file for the aircraft

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Notes: DOD IG, GAO Audit, and AF Inspections revealed that aircraft record keeping and the audit trail from Flight Release to reimbursement were lacking. This procedure implements clear standardized reporting procedures for aircraft within NY Wing.

For written report submission, Cover sheet and Index check off sheet at the head of this document may be used to identify the report submission and contents.